



Code Inspector IV

Department:	Code Enforcement	Rate of Pay:	\$33,982 - \$36,285
Location:	227 W. Jefferson Blvd., 13th Floor		
Shift:	Days	Hours:	Monday-Friday, 8:00 a.m. to 4:45
Posting Date:	9/16/12	Closing Date:	9/21/12

SUMMARY

Conducts initial inspections of substandard properties, trash & debris, tall grass/weeds, zoning problems, license applications and abandoned vehicles. Responsible for investigating all ordinance violations in a specific target area. Works with other City departments to resolve unsafe living conditions for City residents.

JOB DUTIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Responds to citizens complaints and concerns regarding ordinance violations;
- Performs inspections of properties in the city to assure compliance with local ordinances;
- Enforces city and state laws regarding property maintenance and vehicles;
- Completes required reports and keeps accurate records and files on inspections performed;
- Testifies at Code Enforcement Hearings and in Circuit or Superior court when needed;
- Works with property owners to resolve matters involving City Ordinance Violations;
- Maintains clean and sanitary equipment, vehicle and work area;
- Performs various enforcement related paperwork assignments;
- Enforces the City licensing program as necessary;
- Contacts supervisor as questions on procedure arise;
- Performs other duties as required.

EDUCATION AND EXPERIENCE

High school diploma or equivalent plus three (3) or more years of experience in building construction, social service organization and/or inspection work.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the structural make up of residential buildings and general knowledge of their mechanical systems. Ability to evaluate accurately the condition of structures and vehicles. Ability to effectively apply the rules and regulations that are relevant to the duties of the position. Must possess effective communication skills, both orally and in writing. Ability to maintain a good public image and an attitude of good public relations; ability to work in adverse weather conditions requiring a moderate degree of physical stamina, including lifting of at least 75 lbs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required in this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

LICENSE, CERTIFICATE OR REGISTRATION REQUIRED:

Must maintain a valid Indiana driver's license

Police Commission or the ability to obtain a Police Commission (to be obtained after employment through the City)

Ability to pass certification exams within 6 months of employment

ABILITY TO SPEAK SPANISH A PLUS**DRUG SCREENING REQUIRED****CRIMINAL BACKGROUND CHECK**

Apply no later than 9/21/12, City of South Bend, Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601 or to apply online, go to www.southbendin.gov

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, disability, sexual orientation, gender, veteran status or genetic information.